

**DEXTER DOWNTOWN DEVELOPMENT AUTHORITY  
IN-PERSON HYBRID MEETING MINUTES  
May 18, 2023**

**1. Call to Order** – Mr. Fitzpatrick opened the meeting at 7:39am.

**2. Roll Call:**

Present: Schroeder, Magdich, Mekas, Fitzpatrick, Wills, Penn and Bellas

Absent: Finn, Becker, Darnell and Keough

Also in attendance were Michelle Aniol, Community Development Manager, and Marianne Wendt, Recording Secretary

**3. Approval of Minutes** – Regular Meeting of April 20, 2023 and Special Meeting of May 2, 2023

Motion by Penn and supported by Willis to approve the regular April 20, 2023 and special May 2, 2023 minutes. Motion carries by unanimous voice vote, with Becker, Finn, Darnell, and Keough absent.

**4. Approval of Agenda**

Motion by Willis and supported by Schroeder to approve the agenda, as presented. Motion carries by unanimous voice vote, with Keough, Becker, Finn and Darnell absent.

**5. Pre-Arranged Citizen Participation** – None

**6. Non-Arrangement Citizen Participation** None

**7. Treasurer's Report**

- a. Invoices (May 2023) - \$2,411.25  
Fitzpatrick reviewed the invoices.

Motion by Mekas and support by Willis to approve the ASTI invoice in the amount of \$600.00 and the CIB Planning invoice in the amount of \$1,811.25 for a total of \$2,411.25.

Ayes: Mekas, Magdich, Penn, Fitzpatrick, Bellas, Willis, Schroder.

Nays: None

Absent: Finn, Becker, Darnell and Keough.

Motion carries.

- b. Treasurers Report – May 2023  
Fitzpatrick reviewed the report in the packet.

Motion by Schroeder and supported by Penn to approve the Treasurer report, as presented.

Ayes: Bellas, Magdich, Penn, Willis, Mekas, Fitzpatrick, Schroeder.  
Nays: None  
Absent: Finn, Darnell, Becker and Keough.

Motion carries.

## **8. Correspondence/Communications - None**

## **9. New Businesses –**

- a. Funding for the New Grand Street Trail Connector – Consider a request by Mayor Keough for the DDA to make a financial contribution for the new Grand Street Trail Connector.

Mayor Keough explained that at the April City Council meeting the Council approved the project and he asked the DDA to participate too. The funding would come out of the next fiscal year. Action needs to be taken this or next month for the fiscal year budget.

Motion by Mekas and supported by Penn to contribute \$15,000 toward the Grand Street Trail Connector.

Ayes: Bellas, Mekas, Fitzpatrick, Penn, Willis, Schroeder, Magdich.  
Nays: None  
Absent: Finn, Darnell, Becker and Keough.

Motion carries.

- c. Budget and Forecast FY 2023-2024- Review updated Forecast and draft budget in anticipation of taking action to recommend approval to City Council

Ms. Aniol explained the DDA continues to grow its fund balance. The fund balance for FY2022-23 was \$321,847. Treasurer Sherry is projecting a fund balance of \$505,727 in FY 2023-24 and \$635,527, in the future projected budget for FY2024-25

Motion by Mekas and supported by Penn to approve the DDA Forecast for FY 2023-24 and recommended budget for FY2023-24 to City Council, with the following changes:  
- Add the \$15,000 for the Grand Street Trail Connector and increase Streetscape Maintenance to \$65,000.

Ayes: Mekas, Magdich, Schroeder, Fitzpatrick, Bellas, Penn, Willis.  
Nays: None  
Absent: Finn, Darnell, Becker and Keough.

Motion carries.

- d. DDA Strategic Plan Update. Michelle reviewed and discussed CIB's draft public participation plan, project schedule and table of contents for DDA Development Plan and TIF Plan.

CIB will attend in June to further discuss the project. In regards to public engagement, Mekas suggested we hold a public forum at a local business.

## **10. Unfinished Business – None**

## **11. Reports**

- a. Mayor's Report- The mayor's report was included in the DDA packet.
- b. Staff Report – Ms. Aniol provided a brief summary of her report, which was included in the DDA packet.

## **12. Chairman's Report**

- a. Next Regular Meeting – June 15, 2023

## **Other Business –**

- Penn informed the group that the 3045 Subcommittee is meeting Monday, May 22<sup>nd</sup> and suggested the DDA consider hiring an outside 3<sup>rd</sup> party consultant to help the Sub-committee and DDA review and analyze the 3045 Broad Street Redevelopment Project Proforma. Consensus of the board was it would be beneficial to have an outside consultant audit the numbers.

Motion by Penn and supported by Schroeder, to allocation \$5,000 to hire an outside third-party consultant, recommended by CIB Planning, to help the Sub-committee and DDA review and analyze the 3045 Broad Street Redevelopment Project Proforma.

Ayes: Fitzpatrick, Magdich, Bella, Penn, Willis, Mekas, Schroeder.

Nays: None

Absent: Finn, Darnell, Becker and Keough.

Motion carries.

- Mr. Fitzpatrick suggested we keep other Committees, Boards, City Council, etc., in the loop regarding the Strategic Plan update.

## **13. Non-Arranged Citizen Participation Participants None**

## **14. Adjournment**

Motion by Mekas and supported by Magdich to close the meeting at 8:48am. Motion carries by unanimous voice vote with Darnell, Finn, Keough, and Darnell absent.

Respectfully submitted

Approved for filing: July 20, 2023

Marianne Wendt  
Recording Secretary  
City of Dexter